

KANSAS WIC POLICY MEMORANDUM

KANSAS-WIC-P-2016-03

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: December 22, 2015

RE: Policy Update: PRI 01.01.00 Civil Rights: Public Notification & Compliance
Policy Update: PRI 01.02.00 Civil Rights Complaints
Policy Update: Appendix 8: Guide to Purchasing and Maintaining
Anthropometric and Hematological Equipment and Breastpumps
Policy Update: CRT 07.01.00 Determine Nutritional Risk-Anthropometric
Policy Update: CRT 07.02.01 Determine Nutritional Risk-Hematological Test for
Anemia

Policy Update: PRI 01.01.00 Civil Rights: Public Notification & Compliance

The nondiscrimination statement has been updated to reflect the USDA requirements. This statement is reflected on many materials that are given to WIC clients and applicants, including termination and suspension letters. To view the revised nondiscrimination statement please go to Policy [PRI 01.01.00](#). This policy is effective immediately.

Action Required: inform staff and review policy.

Policy Update: PRI 01.02.00 Civil Rights Complaints

Policy PRI 01.02.00 Civil Rights Complaints has been updated to include language regarding discrimination based on reprisal or retaliation for prior civil rights activity and to change which USDA office a civil rights complaint must be sent to. To view revised policy, go to Policy [PRI 01.02.00](#).

Action Required: inform staff and review policy

Policy Update: Appendix 8: Guide to Purchasing and Maintaining Anthropometric and Hematological Equipment and Breastpumps

[Appendix 8: Guide to Purchasing and Maintaining Anthropometric and Hematological Equipment and Breastpumps](#) was revised to include information about maintenance of anthropometric and hematological equipment. We know that many clinics are doing this procedure as part of regular health department procedures, but wanted to include the basic

information in WIC procedures too. Read the new maintenance sections, but the most important points are:

- Anthropometric equipment – Clinics should have scales inspected before use when new and annually thereafter.
- Hematological equipment
 - The Hemocue manufacturer recommends replacing HemoCue machines every ten to eleven years. On the bottom of the machine the first two digits of the serial number equals the year of manufacture.
 - No preventative maintenance is needed for the electronic components of the analyzer.
 - An automatic self-test is performed by the HemoCue analyzer each time it is turned on and every 2 hours while the analyzer remains on. Machines that are not working will show an error code during the automatic calibration process.

Action Required: Inform staff and review policy. If your agency does not already schedule a regular inspection for scales, plan to do so.

Policy Update: CRT 07.01.00 Determine Nutritional Risk-Anthropometric

[CRT 07.01.00 Determine Nutritional Risk-Anthropometric](#) was revised to include a statement about purchase and maintenance of anthropometric equipment, with a reference to Appendix 8 Guide to Purchasing and Maintaining Anthropometric and Hematological Equipment and Breastpumps.

Action Required: Inform staff and review policy.

Policy Update: CRT 07.02.01 Determine Nutritional Risk-Hematological Test for Anemia

[CRT 07.02.01 Determine Nutritional Risk-Hematological Test for Anemia](#) was revised to include a statement about purchase and maintenance of hematological equipment, with a reference to Appendix 8 Guide to Purchasing and Maintaining Anthropometric and Hematological Equipment and Breastpumps.

Action Required: Inform staff and review policy.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.

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